



TIH leaves of absence guide

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Leave type	When leave type is used	Max duration of leave	Payroll impact	Job-protected if teammate is eligible and reason is qualified
Sick leave-teammate or family	Teammate has been absent for more than 10 consecutive business days for their own illness/injury or for a dependent's illness/injury.	6 Weeks	Paid at 100% base salary. Highly incented teammates are paid based on BAR.	Yes
Maternity	Teammate is absent for childbirth.	Up to 10 weeks as maternity leave. Up to 20 weeks total when combined with parental leave.	Paid 100% base salary. Highly incented teammates are paid based on BAR.	Yes
Unpaid leave of absence	<ol style="list-style-type: none"> 1. Teammate has exhausted all sick leave for their own illness/injury, and didn't qualify for disability by disability carrier, but is certified to remain out on leave. 2. Teammate has exhausted all sick leave for their dependent's illness/injury and is certified to remain out on leave. 3. Teammate is on extended jury duty service for greater than 10 consecutive business days. 4. Teammate has a need for military exigency absences for greater than 10 consecutive business days. 	<ol style="list-style-type: none"> 1. After exhausting sick leave, a teammate may apply for short-term disability. If TIH disability carrier denies short-term disability, teammate may stay on leave for a max of up to one year with approved medical certification. 2. After exhausting sick leave for a dependent, a teammate may stay on leave for a max of up to one year with approved medical certification to continue care for the dependent. 3. Duration of jury duty service requirement. 4. Up to 12 weeks 	<ol style="list-style-type: none"> 1. Unpaid. Eligible teammates may use vacation hours in workday to be paid. 2. Unpaid. Eligible teammates may use vacation hours in workday to be paid. 3. If for jury duty, teammates must have corresponding jury duty time off hours entered in absence to be paid. Highly incented teammates are paid a supplement based on BAR after 10th day of absence. Starting on the 21st day of absence teammates are paid the difference between their salary or BAR and their jury duty pay. 4. Unpaid. Eligible Teammates may use vacation hours in Workday to be paid. 	Yes
Disability	Teammate has exhausted all sick leave for their own illness/injury and is approved for disability by disability carrier.	As long as teammate is on approved disability by the disability carrier.	Unpaid. Teammates are paid directly from disability carrier based on disability benefit election (50% or 60% of BAR). This benefit is not taxed when paid to teammates.	

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Parental	Teammate is out to bond with a newborn, newly adopted child, or newly placed foster child.	Up to 10 weeks as parental leave. Up to 20 weeks total when combined with maternity leave.	Paid at 100% base salary. Highly incented teammates are paid based on BAR.	
Personal-non-medical	May be granted in certain circumstances with Benefits Administration approval to attend to personal matters requiring a teammate to be absent for more than 10 consecutive business days.	Varies.	Unpaid. Teammates are generally required to exhaust vacation time during a personal leave.	
Workers' comp leave (unpaid)	Teammate has been absent for more than 10 consecutive business days for an injury/illness sustained at work. A workers' compensation claim must be filed and accepted as a compensable claim.	Generally until the teammate is released to return to work.	Unpaid. Injured workers are paid directly by the workers' comp TPA.	Yes
Military duty paid	Teammate has been absent for more than 10 consecutive business days for military service and a supplement is due to teammate.	Up to 5 years.	Paid at 100% base salary until military service time is exhausted (up to 15 business days). After exhausting military time, if military or uniformed services base pay does not amount to as much as the teammate's regular base pay, TIH supplements the difference for up to the following year depending on eligibility. Highly incented teammates are paid a supplement based on BAR.	Yes
Military duty unpaid	Teammate has been absent for more than 10 consecutive business days for military service and a supplement is not due to teammate.	Up to 5 years.	Unpaid.	Yes

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